

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD MARCH 12, 2013

A Regular Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as "Board") was held on Tuesday, the 12th day of March, 2013, at 6:30 p.m. at the Peyton Fire Protection District Fire Station, 13665 Railroad Street, Peyton, Colorado 80831. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Leon Gomes
Patrick Palacol
William Beary
David Stoddard
Sharon Brown

Also In Attendance Were:

Charles Omdahl, Fire Chief; Peyton Fire Protection District

Nathan Hale, Lieutenant; Peyton Fire Protection District

Michael Dell'Ario, Firefighter; Peyton Fire Protection District

Tristan Palacol; Eagle Scout Candidate

PLEDGE OF ALLEGIANCE

Pledge of Allegiance: Director Gomes led the Pledge of Allegiance with the Board.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Gomes noted that conflicts were filed for applicable Directors at least 72 hours prior to the meeting. Mr. Gomes also noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No further conflicts were disclosed.

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ADMINISTRATIVE MATTERS

Agenda: Mr. Gomes reviewed the proposed agenda for the District's Regular Board meeting.

Following discussion, upon motion duly made by Director Brown seconded by Director Gomes and, upon vote, unanimously carried, the Agenda was approved, as amended.

Minutes: The Board reviewed the Minutes from the February 12, 2013 Regular Meeting.

Following discussion, upon motion duly made by Director Beary, seconded by Director Palacol and, upon vote, unanimously carried, the Minutes from the February 12, 2013 Regular Meeting were approved.

Performance Evaluation Document for Fire Chief: Discussion was deferred until the April 9, 2013 Regular Meeting.

PUBLIC COMMENT

Public Comment: There was no public comment.

GUEST SPEAKER

Proposal for Eagle Scout Project: Tristan Palacol proposed his Eagle Scout Project that would consist of installing four fire danger awareness signs throughout the District, installing a flag pole with a Peyton Fire Protection District flag at the fire station as well as a non-working fire hydrant.

Following discussion, upon motion duly made by Director Beary, seconded by Director Palacol and, upon vote, unanimously carried, the Board authorized the attendance of Tristan Palacol at the April Board meeting to present the proposed Eagle Scout Project to the Board.

PEYTON FIREFIGHTERS PENSION BOARD MEETING

Peyton Firefighters Pension Board Meeting: The Board adjourned at 6:55 p.m. to hold the Peyton Firefighters Pension Board Meeting. A copy of the minutes is attached hereto and is incorporated herein by this reference.

The Board reconvened in regular session at 7:12 p.m. to continue the Peyton Fire Protection Board Meeting.

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FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims for the period ending March 12, 2013 in the amount of \$1,927.66.

Following review and discussion, upon motion duly made by Director Palacol, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending March 12, 2013 in the amount of \$1,927.66.

Unaudited Financial Statements: Director Stoddard distributed and reviewed the unaudited financial statements for the period ending February 28, 2013.

Following discussion, upon motion duly made by Director Stoddard, seconded by Director Brown and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending February 28, 2013.

2012 Audit: The Board discussed the necessity for a 2012 Audit.

Following discussion, upon motion duly made by Director Beary, seconded by Director Stoddard and, upon vote, with the Directors Palacol, Beary, Stoddard and Brown voting "yes" and Director Gomes abstaining, the Board authorized Special District Management Services, Inc. to solicit proposal for preparation of the 2012 Audit from Williams and Kopenhafer, P.C., Hoelting & Company, Inc. and Osborne, Parsons & Rosacker.

OFFICER REPORTS/ ANNOUNCEMENTS

Fire Chief:

Cardiac Monitor: Chief Omdahl reported that the cardiac monitor for the Peyton Protection District Fire Department was acquired with the grant money from the Mountain View Electric Association, Inc. Board and the El Paso County Emergency Services Agency Board. He further reported that a community donation in the amount of \$687.50 was received from a Colorado Springs family that was assisted by a Peyton Fire Protection District firefighter during a recent blizzard.

Water Tender 3661: This item is discussed under Operations and Maintenance matters.

President: Director Gomes reported on his continued participation in the Special District Association Leadership Academy.

Vice President: Director Palacol presented proposals for replacement radios. This item is discussed under Operations and Maintenance matters.

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Secretary: Director Beary reported that the El Paso County Special Districts report is ready for submittal.

Treasurer: Director Stoddard reported that he is working with Special District Management Services, Inc. to transition accounting services in light of the termination of accounting services by the District's contracted bookkeeper.

Director: There was nothing new to report.

LEGAL MATTERS

November 5, 2013 Election: The Board discussed the necessity for a November 2013 Election.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Stoddard and, upon vote, unanimously carried, the Board authorized Director Gomes to research election costs and the process to prepare ballot questions.

Intergovernmental Agreement ("IGA") with Peyton School District: Chief Omdahl and Director Gomes reported that they will continue to negotiate the proposed IGA with the Peyton School District. It was noted that they will also contact the El Paso County Department of Transportation ("EPCDOT") to propose and IGA regarding a water source located at the Peyton DOT Yard.

Resolution No. 2013-04 Regarding National Volunteer Week ("Resolution No. 2013-4"): The Board discussed Resolution No. 2013-4.

Following discussion, upon motion duly made by Director Gomes, seconded by Director Brown and, upon vote, unanimously carried, the Board approved Resolution No. 2013-4, as amended. A copy of the adopted Resolution is attached hereto and is incorporated herein by this reference.

OPERATIONS

Fire Apparatus Lighting: The Board discussed the installation of emergency lighting for Fire Apparatus Nos. 3641 and 3642.

Following discussion, upon motion duly made by Director Beary, seconded by Director Palacol and, upon vote, unanimously carried, the Board approved the installation of emergency apparatus lighting by Digitcom Electronics, Inc. for Fire Apparatus Nos. 3641 and 3642 in an amount not to exceed \$10,999.25. It was noted that the funds are allocated from the Capital Reserve Fund balance of \$15,000 remaining from the amount budgeted to purchase and repaint No. 3641.

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Water Tender 3661: Chief Omdahl reported that he will have the powertrain and chassis inspected on Water Tender 3661 before obtaining estimates to refurbish the water tank and water pump.

Relocating the Peyton Fire Station Air Compressor: Chief Omdahl reported that he is currently reviewing options to relocate the air compressor from the Peyton Fire Station interior to an exterior enclosure. He will report back to the Board at the next Board meeting.

Purchase of Replacement Radios: Director Palacol presented the proposals for portable, mobile and consolette radios with a 35% discount available for certain portable radios.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Stoddard, a motion was made to purchase ten (10) XTS/500 portable radios.

Director Brown moved to amend the motion and Director Stoddard seconded the amended motion to purchase ten (10) XTS/500 portable radios to the purchase of (6) XTS/500 portable radios and two (2) APX/6500 mobile radios.

Following discussion, upon motion as amended, unanimously carried, the Board determined to purchase (6) XTS/500 portable radios and two (2) APX/6500 mobile radios from Digitcom Electronics, Inc. in an amount not to exceed \$26,126.84, allocated from the General Fund.

OTHER BUSINESS

Strategic Planning: Director Gomes reported that he contacted Chief Riley with the Pueblo Fire Department regarding convenient dates to schedule a strategic planning session and noted that Chief Riley requested a follow-up phone call in early April.

District Email Use and Training of Directors: Captain Robert Nordeman, with the Peyton Fire Protection District, trained the Board members on remote access to the District's server and e-mails.

Boundary Map: Following discussion, the Board directed Director Gomes to contact Dan Kupferer of Land Development Consultants regarding proposals for the preparation of a Division of Local Government compliant boundary map and the District site survey and staking work.

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Future Agenda Items: The Board determined to discuss the following items at the April 2013 Board Meeting:

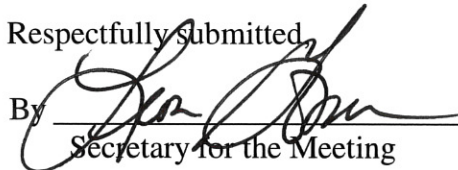
- Peyton Fire Protection District Annual Community Barbeque

ADJOURNMENT

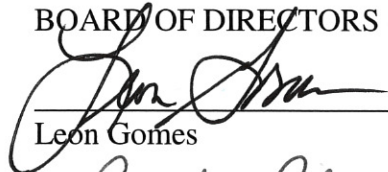
The President adjourned the meeting at 10:09 p.m. as there were no others business matters before the Board.

Respectfully submitted,


By


Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 12, 2013 MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:


Leon Gomes
Patrick Palacol

William Beary


David Stoddard
Sharon Brown

10:38 AM
03/08/13

Peyton Fire Protection District
MONTHLY CHECKS
February 2013

Date	Num	Name	Memo	Split	Amount
2/4/2013	10931	David Stoddard	Reimbursement for POSTAL	100211 · Office Supplies	-5.75
2/4/2013	10932	VFIS	INVOICE 66205102	100516 · Insurance - Auto	-59.00
2/4/2013	10933	Fairfield and Woods, P.C.	statement # 106063	100410 · Professional Services (Legal)	-409.50
2/4/2013	10934	Pinnacol Assurance	POLICY # 52925 Inv# 16528222	100514 · Insurance -Workers Compensation	-459.00
2/4/2013	10935	Skybeam	ACCOUNT # 8137-20-008-0025807	800960 · Utilities	-64.45
2/4/2013	10936	CENTURYLINK	ACCOUNT #709-749-2255 325B	800960 · Utilities	-187.30
2/4/2013	10937	DIRECT TV	INVOICE 19598117646	800960 · Utilities	-42.99
2/4/2013	10938	COLORADO DIVISION OF F...	TEST REQUEST INVOICE # T20899	400211 · Training	-210.00
2/4/2013	10939	Pikes Peak Fire Chiefs Forum	DINNER	100330 · Workshops	-400.00
2/4/2013	10940	JOHN DEERE	ACCT # 75343-22388	600211 · Equipment,Parts,Repairs & Maint	-90.67

Peyton Fire Protection District
PO Box 98, Peyton, CO 80831
Treasurer's Report for the month ending February 28, 2013

Fiscal Year Complete 17%
Revised March 9, 2013

		Month	Year to Date	Budget	% of Budget	Balance of Budget
General Fund						
Beginning Fund Balance		150,475	146,999	138,566		
Revenues						
4020	General Property Taxes	9,300	9,300	202,030	5%	192,730
4060	Special Ownership Taxes	1,667	3,233	1,800	180%	(1,433)
4032/4055	Other Income (matching funds, sale of surplus equipment)	-	-	3,000	0%	
4030	Grants	-	5,000	0		(5,000)
4050	Interest	55	121	1,000	12%	879
4010	Donations	-	300	500	60%	200
Total Revenue		11,023	17,954	208,330	9%	190,376
Total Funds Available		161,498	164,953	346,896		181,943
Expenditures						
Administrative						
100211	Office Supplies	32	448	3,000	15%	2,552
100215	Interest Expense	-	-	11,145	0%	11,145
100220	Bank Service Charges	-	-	25	0%	25
100250	Election	-	-	4,000		4,000
100330	Workshops	400	463	5,000	9%	4,537
100340	Professional Associations	-	-	500	0%	500
100350	Trade Publications	-	-	100	0%	100
100410	Professional Services (Legal)	410	422	5,500	8%	5,078
100412	Bookkeeping	160	300	1,000	30%	700
100415	County Tax Collection Fees	140	140	3,200	4%	3,060
100512	Insurance - General Liability	-	-	4,000	0%	4,000
100514	Insurance - Worker's Comp	459	459	1,300	35%	841
100516	Insurance - Auto	59	59	3,000	2%	2,941
100610	Pension Contributions (Volunteer)	-	-	5,700	0%	5,700
100710	Recruiting and Retention (Open House)	-	-	1,500	0%	1,500
100810	Salaries	-	-	-		0
100812	District Medicare Taxes (1.45%)	-	-	-		0
100814	District FPPA Contribution (8%)	-	-	-		0
100816	District FPPA D&D Contribution (2.6%)	-	-	-		0
100818	Employee Health Insurance Premiums	-	-	-		0
100820	State Unemployment Taxes	-	-	-		0
100999	Uncategorized Administrative	-	-	-		0
100811	Board Meetings	-	-	-		0
Total Administrative		1,659	2,291	48,970	5%	46,679
Firefighter Supplies						
200211	Supplies and Equipment	-	-	8,000	0%	8,000
200311	Personal Protection Equipment	-	-	13,000	0%	13,000
Total Firefighter Supplies		-	-	21,000	0%	21,000
Fire Prevention Education						
300211	Supplies and Equipment	-	-	500	0%	500
Total Fire Prevention Education		-	-	500	0%	500
Training						
400211	Training	210	263	3,500	8%	3,237
Total Training & Association		210	263	3,500	8%	3,237
Communications						
500211	Equipment, Supplies, and Maintenance	-	-	2,300	0%	2,300
500093	Pager Service/Radio Usage	-	-	8,000	0%	8,000
500094	ERS Reporting Service	-	-	2,000	0%	2,000
Total Communications		-	-	12,300	0%	12,300
Vehicles: Equipment, Maintenance and Fuel						
600211	Equipment, Parts, Repairs and Maintenance	91	167	5,000	3%	4,833
600221	Fuel	-	577	11,000	5%	10,423
Total Vehicles		91	744	16,000	5%	15,256
Medical						
700211	Medical Supplies	-	162	3,000	5%	2,838
700350	Health and Welfare	-	-	500	0%	500
Total Medical		-	162	3,500	5%	3,338
Building and Grounds						
800211	Supplies and Maintenance	-	-	2,200	0%	2,200
800940	Equipment Purchases	-	-	500	0%	500

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800950	Equipment and Storage Rental	-	75	900	8%	825
800960	Utilities	178	763	12,000	6%	11,237
Total Building and Grounds		178	838	15,600	5%	14,762
Capital Expenditures						
900100	Buildings and Grounds	-	-	-		
900200	Lease Purchase Principal Payments	-	1,295	75,103	2%	73,808
900500	Capital Equipment Purchases	-	-	-		0
Total Capital Outlay		-	1,295	75,103	2%	73,808
Total Expenses and Expenditures		2,138	5,593	196,473	3%	190,880
Ending Fund Balance		159,360	159,360	150,423		

Summary of Deposits and Funds

<u>Deposits</u>		<u>Funds</u>	
Operating Account	11,985	General Fund	159,360
Medical Grant Restricted Funds	5,000		
General Fund	11,952		
Reserve Fund	20,000		
Tabor 3%	8,304		
Capital Fund	102,119		
Total General Fund	142,375		
Cash with County	0		
Total Deposits	159,360		